

TITLE: Administrative Assistant to Technical Coordination Section		PRO-055
REPORTS TO LINE MANAGER: Section Leader Technical Coordination Section; Project Office		
GRADE RANGE: G2-G3		
DATE WRITTEN: 25 July 2007	DATE REVISED:	DATE REVISED:

Purpose:

Provide administrative, work-flow and documentation support to Technical Coordination Section of the Project Office.

Duties and Responsibilities:

- Assist the section in the administration, logistics, recording and archiving of the work areas in the section.
- Provide logistical and administrative support for meeting management.
- Assist in the recording and archiving of minutes and actions.
- Follow-up work flow for actions, issues and design changes
- Provide information to enable the technical web to be kept up-to-date
- Maintain the site technical diaries.
- Provide documentation help for production and storage of baseline documentation
- Maintain a strong commitment to the implementation and perpetuation of ITER values and ethics.
- Maintain a strong commitment to the implementation and perpetuation of ITER safety at work system

Qualifications and Experience:

- Diploma appropriate to the work above.
- Good competence with office software (word, ppt, excel, frontpage, IE, etc)
- Ability to organise and cross link information systems.
- Knowledge of data base use for work organisation
- Knowledge of magnetic fusion program and ITER would be an advantage.
- Ability to work effectively in a multi-cultural environment and distributed organisation.
- Fluent in spoken and written English. A knowledge of the host language (French) and/or some of the PT languages would be an advantage.

Work Direction and Interfaces:

Report to the Section Head of the Technical Coordination Section in the Project Office.

Authority/Approval Levels:

Has authority and approval levels generally defined by the Head of Project Office for his/her scope of work.

Measures of Effectiveness:

Successfully handle the Technical Coordination Section administrative and work flow systems.